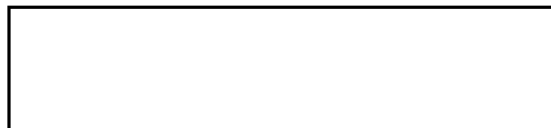


US REGISTRY  
\*FILE Reports 5

9 JAN 1980

MEMORANDUM FOR: Deputy Chief, Security Support Division  
FROM:   
Chief, External Activities Branch  
SUBJECT: Weekly Report

In view of the current situation in the Middle East,  
the DDO is preparing a book cable advising stations of  
a stand-down on private travel of employees to the U.S.S.R.  
Further, dependent travel to the U.S.S.R. will be discouraged.



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9 January 1980

ISSG Weekly Log

②  
✓ 1. Representatives of Information Systems Security Group met with the Office of Communications personnel on 9 January to discuss security procedures for overseas computer and word processor installations. Information Systems Security Group is preparing standardized procedures for such systems in coordination with Physical Security Division. COMSEC coordination is needed in Tempest and telecommunication interface related matters to complete the requirement package.

④  
✓ 2. A representative of Information Systems Security Group (ISSG) attended an ODP Working Group meeting on 9 January which covered operational details of the Delta Data 7000 Computer Terminal. This terminal, designed for ODP under contract, will be used by ODP's and other component's computer systems throughout Agency buildings for a variety of applications. ISSG earlier provided computer security input to the terminal specifications and is now following progress on delivery and installation to provide additional guidance on computer security related matters.

✓ 3. A representative of Information Systems Security Group (ISSG) met with NFAC/OCR representatives on 9 January to discuss security ramifications of Intelligence Community use of the RECON automated file index. Although a large portion of the file is already available to Community users, further automation is desired which requires close security scrutiny. ISSG will be involved in following the design of this enhancement very closely.

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# SAFETY GROUP WEEKLY REPORT

3 - 9 January 1980

1. In response to an employee safety complaint regarding the location of an office door, 4E13 Headquarters building was inspected by a member of the Safety Group. The door was found to present a hazard and OL/Architectural Design staff was contacted for assistance rectifying the situation.

2. A member of the Safety Group conducted further inspection of cartographic offices located in the Headquarters building. The completed survey of light levels will be forwarded to OL/Hqs Engineering Branch with recommendations as to which offices require additional lighting.

## 3. Accidents Processed:

Personal injury/occupational disease	12
Motor vehicle	1

4. A member of the Safety Group presented a one hour Safety and Health briefing on 9 January 1980 to employees.

✓ 5. On 4 January 1980, a representative of the Safety Group met with representatives of BDO/IMS, at their request, to review a proposed plan for the conversion of four DDO registries to fully automated mini-cable analysis centers. Recommendations pertaining to fire protection and life safety will be provided to ADS/LSD/OL, for incorporation into the renovations.

6. The fire protection specialist is preparing fire protective and life safety criteria for the proposed construction of the new OSO/OD&E Building

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\* FILE Reports 5

DOMESTIC SECURITY BRANCH

WEEKLY REPORT

3 - 9 January 1980

✓  
③ On 8 January all obsolete Remington Rand safekeeping equipment in Agency occupied buildings in the metropolitan Washington area, exclusive of the Headquarters Building, were positively tagged to assure that these safes are replaced as soon as possible.

✓  
PROJECTIONS: 10 - 16 January 1980

✓ On 13 January, a representative of the Office will depart with representatives of the National Archives Service and the Special Security Center to conduct a physical security survey of the area in the John F. Kennedy Library, Boston, Massachusetts in which Agency classified foreign intelligence will be stored.

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